

Sanitized - Approved For Release:

CIA-RDP70-00211R000200120042-9

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25X1A9a

10/19/68

Chief, Management Staff

17 October 1956

25X1A9a

Chief, COM Staff, DD/P Area

File

Area Weekly Report for Period 11 October Through 17 October 1956

25X1A9a Training - [REDACTED] started the Rapid Reading Course - 1 hour per day for 7 weeks.

Completed Projects

Number	Subject	No. of Perf.	Assigned To
MS-1014	Follow up of Name Check Study Request for the declassification of positions within the approved WH T/O	4	[REDACTED]
MS-1037	Request for T/O Change (WH UV to V Eq.)	1	[REDACTED]
MS-1917	Upgrading of Position DGP-1039	1	[REDACTED]
MS-1019	Transfer of Slot B/FY 1954	1	[REDACTED]
MS-1025	VE Transfer of 1 Slot from V to UV	1	[REDACTED]
MS-1030	Transfer of Departmental Slot From V to UV	1	[REDACTED]
MS-1036	Transfer of 1 Position (Crew Chief at From VE-2 to VE-3 at [REDACTED]. (Regional Support Section)	1	[REDACTED]
MS-1038	Conversions of Vouchered and Unvouchered funds, PI Staff	2	[REDACTED]
MS-1042	Transfer of BG 401 Within BN/3	1	[REDACTED]
MS-1988	Each mail room be assigned a number		[REDACTED]

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Incomplete Projects

Number	Subject	No. of Perf.	Target Date	Assigned To
MS-1048	CS Information Reports Distribution Analysis and Procedures	1	19 Oct	A
MS-1049	Transfer of Slot From [REDACTED]	1	22 Oct	A
MS-1051	Transfer of Departmental Slot From UV to V	1	22 Oct	A
25X1A2g	Request for Est. of a Intel Officer (VI), GS-0136.51-12 (VI) Position and Ceiling on the Approved Project [REDACTED]	1	22 Oct	A
MS-953	Statement of Functions, Installation & Maintenance Branch, OC-M	1	15 Oct	A
MS-995	Request for Declassification of Positions Within the Approved WH Div. T/O	2	12 Oct	A
MS-992	See MS-1001	2	22 Oct	A
25X1A8a	Setting up [REDACTED]	2	22 Oct	A

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<u>Number</u>	<u>Subject</u>	<u>No. of Posit.</u>	<u>Target Date</u>	<u>Assigned To</u>
25X1A6a	MS-1006 Station Organizational Changes		29 Oct	IA
25X1A6a	MS-1029 Upgrading of BOF 1137 and BOF 523 [REDACTED] Station, BOB)	2	26 Oct	IA
25X1A6a	MS-1031 Reallocation of BOF 725 [REDACTED]	1	26 Oct	IA
	MS-1039 Reallocation of BOF 693, ME Div.	1	16 Oct	IA
	MS-1040 Reallocation of BOF 715.02, ME Div.	1	16 Oct	IA
	MS-1045 Reclassify 2 Positions in WH	2	22 Oct	IA
	MS-1047 T/O Position	4	22 Oct	IA
	MS-1052 Redesignation of Unit		22 Oct	IA
	MS-980 ME Deletion of Slots	12	5 Oct	A
	MS-981 T/O Change ME/3	18	12 Oct ¹	A
	MS-984 ME Request for Transfer of T/O Position to RI		10 Oct	A
	MS-1022 Establishment of RI Machine Branch	30	24 Oct	A
6-30	ME/P Forms Program		19 Oct ²	IA
6-44	Admin Burden Small Stations		19 Oct ³	IA
MS-1011	Submission of proposed Eq. T/O for Br. 1, ME	54	5 Oct	A

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- 1 Delayed in Personnel. Request extension to 18 October.
- 2 Awaiting intramangement coordination with Records Management.
- 3 Coordination from Log not received. Request extension to 26 October.